

Getting on Board



Working for the State of Iowa



An Equal Employment Opportunity and Affirmative Action Employer

Get on board as a State of Iowa employee!

Although there are hundreds of reasons to choose state employment, there are three things everyone should consider – opportunities, benefits, people.

Exciting Opportunities Where You Can Make a Difference: A job with the State is always more than “just a job.” State employees are dedicated to making Iowa a better place to live, work, and raise a family. What state employees do every day makes a difference to the lives of Iowans and the future of our state. Because state offices are located in all 99 counties, these opportunities can be found across Iowa.

Great Benefits for You and Your Family: State benefits include paid holidays and vacation, sick leave, health, dental, life, and disability insurance, and retirement programs. You will also have access to top-notch training programs and a credit union.

Outstanding People: As a state government employee, you will work for one of Iowa’s largest employers. Your customers will be other Iowans and your co-workers will be other state employees who are dedicated to providing quality customer services.

Tell me about job openings.

Current vacancies are posted on the Iowa Department of Administrative Services (DAS) Human Resources Enterprise (HRE) Website www.das.hre.iowa.gov/ and JobLine **(515) 281-5820**. Vacancy notices also are sent to all Iowa Workforce Development Centers for posting. Vacancies are posted for a minimum of 10 days.

How do I apply for a state job?

- Apply on-line at our Website at www.das.hre.iowa.gov/.
- Get an application form at Workforce Development Centers, state departments and institutions, or the DAS/HRE office in Des Moines.
- Watch for vacancy announcements. Applications are only accepted if a vacancy is announced unless a job class is open to continuous application.*
- Each vacancy announcement includes specific application instructions, job vacancy numbers, and application deadline dates. Please follow instructions listed in the vacancy announcements. **You must list the job vacancy number and job title for each job for which you are applying, whether you are applying on-line or on paper.**

* If you are applying for a job class announced as open to continuous recruitment, the class code number will also serve as the job vacancy number. These job classes are: Correctional Officer (86406), Licensed Practical Nurse (02002), Registered Nurse (02020), Resident Treatment Worker (03201) and Youth Services Worker (03040).

Are there some common mistakes to avoid?

- The application must provide an accurate and complete work history, dates of employment and the average number of hours worked per week.
- **Submit your application by the application deadline date as specified on the notice. DAS/HRE is not responsible for late, lost, misdirected or damaged mail.**
- Resumes may be included, but they do not take the place of an application form. You must provide your social security number, employment dates (month/year) and hours worked per week.

Can I apply for more job openings if I already have an application on file at DAS/HRE?

- You may apply for additional announced vacancies or job classes open to continuous recruitment by using your existing application, if it is less than two years old.
- If you would like to apply for additional vacancies using your current application, you may apply on our Website: www.das.hre.iowa.gov/.
- You can also apply by e-mailing us at dashre.info@iowa.gov or calling us at (515) 281-3087.

What should I do if I want to change information on my application?

- You may make changes or update your application at any time. These changes may include the counties in which you will accept work, a new address, a name change, or a change in full-time or part-time availability or updates to your education and/or experience. **To inform us of your changes:**
- Send us an e-mail at dashre.info@iowa.gov.
- Call us at (515) 281-3087. This is an automated call processing system. Listen carefully to the options and leave a message indicating your changes.
- To update your online application, log on to our Website at www.das.hre.iowa.gov/.

Do I have to take a test?

If you are required to take a test or complete a questionnaire, you will be notified by mail.

- Testing is required for all Correctional Officer applicants.
- A typing test is required for certain positions.

What happens after I apply for a job?

- When you apply for an announced vacancy, DAS/HRE reviews your application. If you meet the qualifications for that vacancy, your name and application are sent to the hiring agency. The agency will notify you if you are selected for an interview.
- If you apply and qualify for a job class open for continuous recruitment, you will be notified that your name has been placed on the eligible applicant list for that job class. When a vacancy occurs in one of these job classes, applicants' names on these lists are sent to the departments that are hiring. You will need to contact DAS/HRE every six months to let us know you are still interested in the job class, and at that time, we will extend your eligibility for another six months.

Which one of these state departments will be your new employer?

Administrative Services
Agriculture and Land Stewardship
Auditor
Blind
Civil Rights
College Student Aid Commission
Commerce
Corrections
Cultural Affairs
Economic Development
Education
Elder Affairs
Ethics and Campaign Finance Disclosure Board
Human Rights
Human Services
Inspections and Appeals
Iowa Lottery

Iowa Public Employees Retirement System
Iowa Public Television
Justice
Law Enforcement Academy
Management
Natural Resources
Parole
Public Defense
Public Employment Relations
Public Health
Public Safety
Revenue
Secretary of State
Transportation
Treasurer
Veterans Affairs
Workforce Development

**Iowa Department of Administrative Services
Human Resources Enterprise
Grimes Building
400 East 14th Street
Des Moines, Iowa 50319-0150
Phone: (515) 281-3087 / FAX (515) 281-7970
JobLine: (515) 281-5820 / 1-800-735-2943 (Relay Iowa)
Internet: www.das.hre.iowa.gov/
E-mail: dashre.info@iowa.gov**